

Planning Department FAQ'S

- 1) How do I find the zoning for my property?

You can find out the zoning on your property by calling the Planning Department at 303.335.4592. Typically, just a street address is needed. You can also look at the zoning map online. Due to the scale, we recommend you call the Planning Department to verify that the information is correct.

- 2) What does the zoning of my property mean?

Louisville Municipal Code Section 17.12 District Regulations provides detailed information about each of the zoning classification in Louisville.

- 3) What determines what I can do on my property?

The zoning classification will provide general information as to what you can do on your property. Use may be further defined and/or limited by other land use action. You can also call the Planning Department at 303.335.4592 and one of the Planners will visit with you about what is permitted.

- 4) How close to my property lines may I build a house, shed or garage?

Setback requirements vary depending on the property's zoning and the type of structure being built. Contact the Planning Department to verify the zoning regulations and the development standards for your property.

- 5) How high can a fence be on my property?

Fence height can not exceed six (6) feet in height. Fence height may be further limited by location or design standards.

- 6) What kind of fence can I have on my property?

The type/design of fencing may be regulated by design standards or by a specific development plan for your subdivision. Contact the Planning Department (303.335.4592) for additional information.

- 7) What information does the City have about my property?

In some instances the City will have detailed information about your property. A copy of the Improvement Location Certificate (ILC) or survey may be available in the Building Safety Division Records. Please call the Planning Department at 303.335.4592 to find out what the City has available.

- 8) Can you tell me where my property lines are located or can the city survey my property?

It is the property owners' responsibility to determine where the property lines are. The city does not have a survey crew to do this. If you received a copy of the Improvement Location Certificate (ILC) at the time of closing on your home mortgage that document will provide a "birds-eye" view of your property and shows existing structures and approximate distances from property lines.

9) What is a pre-application conference?

A pre-application conference is required prior to accepting a land use application. The purpose of the meeting is to provide an opportunity for the development applicant(s) to discuss land use proposal and required submittal information with various city staff persons in the Planning Department, Building Safety Division, Public Works and perhaps a Fire District Representative. Pre-application meetings are held by appointment only prior to the application deadline date available on the appropriate Development Review Schedule for 2009. Please call the Planning Department to schedule the pre-application conference at 303.335.4592.

10) How do I know if my property is in a floodplain?

The City of Louisville participates in the National Flood Insurance program. To find out whether your property is in the floodplain, contact the Planning Department at 303.335.4592 for a determination.

11) What is a special review use?

A Special Review Use is a use that is prohibited, but because of its potential to impact its neighborhood, requires a public hearing. Special uses are intended to fill a particular void in services in the area in which a property is located. Approval of a special use is dependent on compatibility with surrounding land uses, design of the property, and operation and management of the use. Most special review use applications are granted only to the applicant and to a specific site. Special Review Use require approval through the public hearing process with both Planning Commission and City Council.

12) What public notice is given for the upcoming public hearings?

All property owners within a 500-foot radius of the subject project property are sent a public notice announcing the date, time and location of the public hearing. A legal advertisement is placed in the Camera fifteen (15) days prior to the scheduled hearing. The posting of the meeting agenda in City Hall, the Library, the Recreation Center, the Police and Courts Building and on the City's web page is required 72 hours prior to the public hearing.

13) As an interested citizen, how do I convey my opinions about a proposal / project?

All public hearings are open to the public to appear and give testimony. Testimony can include written correspondence or a statement made at the public hearing. Any correspondence provided to staff will be forwarded to the Planning Commission and City Council as part of the evidence of the case. All pertinent correspondence should be routed through the Planning Department Staff.

14) How can I contact a Planning Commission member to express my opinion about a proposal / project?

Commission and board members are advised to confine their communications on land use projects to the context of the public hearing. The public hearing is the appropriate place to express your opinion about

a project. If you are unable to attend the public hearing please send your comments by email to planning@ci.louisville.co.us or in a letter addressed to the Planning Commission.

- 15) What are the requirements for a commercial or industrial sign?
Sign requirements are available in the Commercial Design Standards and Guidelines (CDDSG) and the Industrial Design Standards and Guidelines (IDDSG).

- 16) What are your hours, and who is your staff?
HOURS: Monday – Friday; 8:00 am – 5:00 pm
STAFF:

Gavin McMillan	mcmill@ci.louisville.co.us
Jolene Schwertfeger	schwerj@ci.louisville.co.us
Paul Wood	woodp@ci.louisville.co.us
Sean McCartney	mccart@ci.louisville.co.us

- 17) Where is the Planning Department located?

The Planning Department is located on the first floor of the Louisville City Hall, 749 Main Street, Louisville, Colorado.

- 18) Who enforces the building, zoning codes?

The enforcement of adopted building and zoning regulations are enforced by the Planning Department in cooperation with the Department of Public Safety (Code Enforcement).

- 19) How and to whom do I report a code violation to?

- 20) Do I need a building permit for my project?

The answer is most likely yes, but to confirm the requirement contact the Building Safety Division at 303.335.4584.

- 21) How does the planning / development review process work?

- 22) How long is the planning / development review process, or how long does it take to get this project approved?

The Development Review Schedules for 2009 provide the general timeline for the approval process.

- 23) What is an Urban Renewal Plan?

An Urban Renewal Plan is a plan that updates and revitalizes a property from its current state.

- 24) What is the population of the City of Louisville?

Approximately 19,400

- 25) How big is Louisville?

Louisville is approximately 7.9 square miles in area.

- 26) What schools are in Louisville?

Louisville has three public elementary schools:

Coal Creek Elementary, 801 W. Tamarisk St.

Louisville Elementary, 400 Hutchinson St.

Monarch K-8, 263 Campus Dr.

One public middle school:

Louisville Middle School, 1314 Main St.

and one public high school.

Monarch High School, 88th & Dillon Rd.

All the public schools are within the Boulder Valley School District.

27) The landscaping of my neighborhood is not being kept up, what do I do?

For private or HOA owned property, contact the HOA and if the property is in a PUD zone district contact the Planning Department to find out the Site Development Plan requirements.

28) Can I build a deck on my house?

In order to build a deck you must first get a building permit. Approval of a permit will depend on you zone district and your site development plan.

29) How can I find out about adding an addition onto my house?